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ABSTRACT

This manual provides program objectives for instructors teaching cosmetology courses in junior and senior high Department of Defense Dependents Schools. The manual begins with a description of the cosmetology program offered in the Dependents Schools. Following an illustrated description of a suggested cosmetology laboratory is the main part of the document, consisting of a general objective (students will demonstrate an understanding of the concepts and process of cosmetology) and 16 program objectives. Each program objective is correlated with several suggested instructional objectives and with each grade level of the cosmetology curriculum. Appended to the document is a list of approved textbooks and instructional materials for the cosmetology curriculum, along with publishers' and authors' names, sources of materials, and names of the textbook review committees. (KC)

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DS Manual 2855.1
November 15, 1980

ED209450

Cosmetology Objectives

career education

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DEPARTMENT OF DEFENSE
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Foreword

The Cosmetology Program in the Department of Defense Dependents Schools (DoDDS) is designed to provide students with exploratory experiences and training in personal hygiene and good grooming and skin, hair, and nail care. There are approximately 18 schools with Cosmetology Programs in DoDDS.

The program of study for the high school student will enable him/her to pursue a career in cosmetology or other related fields. The high school program offers consumer skills for all students in personal development, shampooing, hairstyling, make-up, and numerous other areas of cosmetology.

This manual has been prepared as a guide for the instructor.

Anthony Cardinale
Director

Acknowledgments

The development of Cosmetology objectives evolved from previous editions, curriculum review committees, and the following individuals:

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Table of Contents

Foreword i
Acknowledgments ii
Table of Contents iii
Cosmetology Program Description 1-2
Cosmetology Laboratory 2-4
Numbering Code 4
Objectives 5

Cosmetology Program Description

The demands for skilled beauticians and estheticians over the last decade have increased remarkably. It is one of the leading service industries serving both men and women. The demand for skilled beauty operators has increased steadily. Cosmetology is a profession that can meet the esthetic needs of every individual. With so much emphasis on the total look, we must improve our information on technical knowledge. Also, since science has developed so much new information in the cosmetology/chemical world, we must keep up to date on the new scientific knowledge. All of these improvements in technical knowledge have brought about new and better skills, new procedures, and techniques for performing cosmetology services.

Instructors in the Department of Defense Dependents Schools (DoDDS) have the following convictions about cosmetology:

1. Cosmetology education provides students with an opportunity to develop and improve skills, learning abilities, and attitudes that enable individuals to become licensed cosmetologists, employed in the beauty business world, and to improve their own personal appearance.

2. Cosmetology helps students develop pleasant attitudes, professional ethics, and an appreciation for the world of work.

3. Cosmetology provides a depth of study and an understanding of a significant role in today's society.

4. Cosmetology is a most unique area of study, because it combines both the art and the science of cosmetology. It includes both the study and the practice of beauty culture and its related areas.

5. Cosmetology is relevant for all people in that it provokes an improvement and understanding in both personal care and professional care of one's own body, skin, hair, and nails.

Cosmetology students will take beneficial courses in:

1. Junior high school level exploratory in the field of cosmetology (7-8)

2. Basic cosmetology (9-12)

3. Advanced cosmetology (10-12)

7-8
It is recommended that all DoDDS students completing the exploratory course should be able to identify the personal needs of oneself and have a good understanding of cosmetology as a profession. Personal hygiene gives students a comprehensive understanding of one's own beauty needs, good grooming, and self-image.

9-12
Basic cosmetology acquaints students with the minimum manipulative skills of the art of cosmetology and a foundational approach to the technical knowledge.

10-12

Advanced new cosmetology should provide the student with experience to increase the manipulative skills leading toward a mastery of skills and related technical knowledge. The opportunity will also enable the student to pursue cosmetology as a career and potential licensing in the United States.

The cosmetology laboratory will provide a total training area for instruction and practice necessary to attain entry-level skills in the cosmetology profession and prepare the student for advanced standing if he or she continues training to gain a State license. The environment should simulate a complete beauty shop and, as the required practices are dependent to a large extent on outside customers, the environment and decor should result in "the best beauty shop in town." However, where space is limited, instruction should have a priority over looks.

The total laboratory area of approximately 1,400 square feet (sq. ft.) should provide the following sub-areas: (See suggested cosmetology laboratory schematic, page 3.)

a. Customer reception and waiting area with outside entrance
b. Shop area with hair-dressing booths and dryer areas
c. Separate instruction area
d. Teacher's office area
e. Storage room (approximately 100 sq. ft.)

The customer reception area can be screened by fold-wall or free-standing partitions 6 feet high. This area should be carpeted. Telephone service should be provided in the customer reception area. This area should accommodate up to six waiting customers and a small reception desk for appointments and payments.

The lab area should provide a minimum of 15 hair-dressing stations, at least six of which should have shampoo bowls with hot and cold water and shower spray. Stations should have full-width mirrors and full-width formica counter tops with drawer storage on one side and closed shelving on the other. Each station must have a 110 and 220 volt electrical outlet. The central area of the laboratory must have 110 volt electrical outlets to accommodate a minimum of 10 hair dryers (12 are preferred), and wet and dry sanitizers.

A vinyl fold-wall should close off a section (350 sq. ft. minimum) of the shop area to form the general instructional area. This area will be used part time for demonstrations and teaching. Provisions should be made for darkening this area for audiovisual projections. A foldaway chalkboard should be provided, but should not detract from the decor of the shop area when not in use.

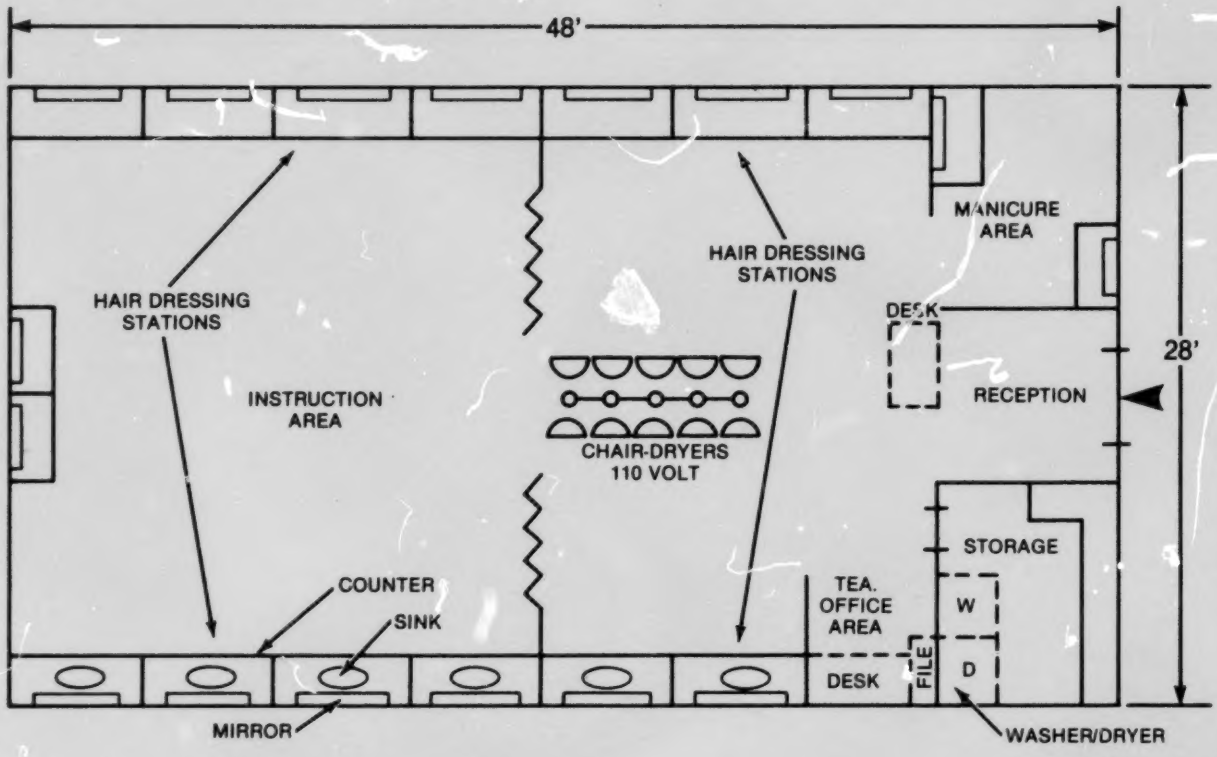
The storage area should have 18-inch deep adjustable shelving from floor to ceiling on all interior walls. An automatic washer and dryer must be accommodated in the storage room.

Restrooms should be located near the cosmetology laboratory. They may be in the main school corridor.

The location of the laboratory should be such that there can be an outside customer entrance. This entrance should be near a parking area where customers may leave their cars while in the laboratory.

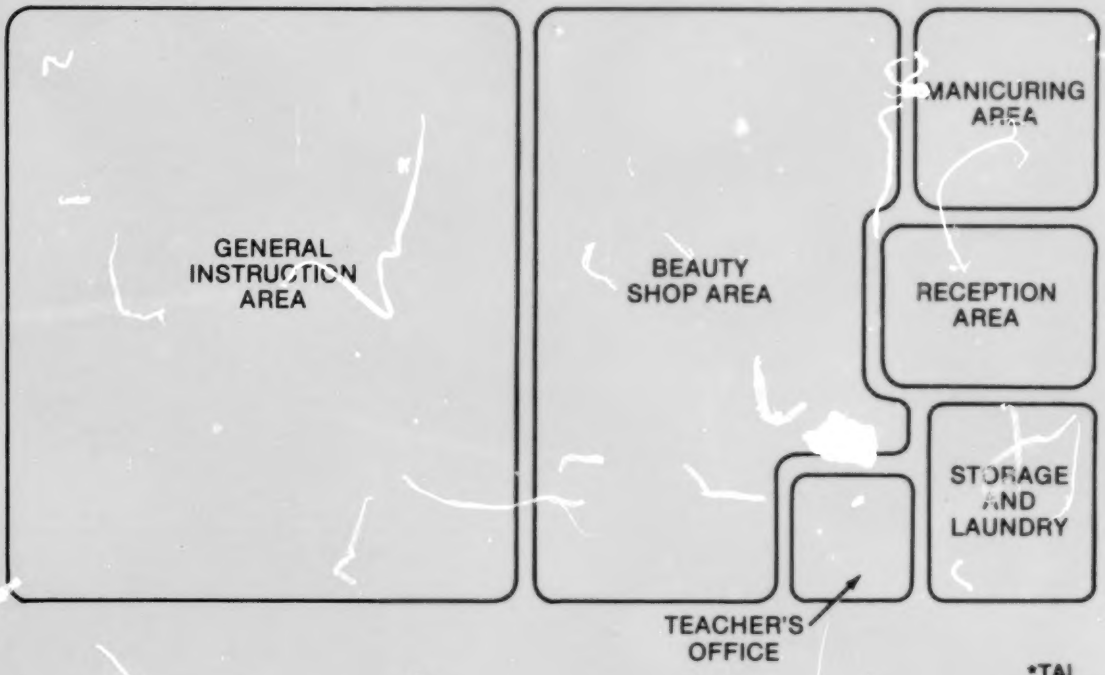
Lighting in the shop or practice area should provide 100 foot candles at table-top height.

The junior high exploratory laboratory suggested guidelines to use when a full cosmetology laboratory is not available. If that situation exists, the laboratory should include 300 sq. ft., with space for three shampoo bowls, two commercial dryer chairs, and a small reception area.



*TAI
3/10/74

Suggested Cosmetology Laboratory* Functional Zones



*TAI 3/10/74

Numbering code used with objectives.

- The numbering code indicates the level of the objective.
- The first digit of the number of each statement refers to the general objective.
- The second digit refers to the program objective.
- The third digit identifies the instructional objective.
- Instructional objectives are not to be considered inclusive but only presented as examples.
- The X next to the instructional objective indicates the course in which the objective should be taught.

Sample 1.0 1.1 1.1.1

General Objective

Program Objective

Instructional Objective

The number code is used to facilitate:

- identification of objectives
- correlation of objectives with textbook and instructional materials
- matching of test items to objectives

All Program and Instructional objectives should be preceeded by the phrase, "The learner should . . ."

General Objective: 1.0 Demonstrate an understanding of the concepts and processes of cosmetology.

Program Objective	Instructional Objective (Illustrative)	Exploratory 7-8	Basic/ Advanced Levels 9-12
1.1 Appreciation for the importance of good grooming and personal hygiene.	1.1.1 Describe the proper care of one's own body, skin, hair, and nails.	X	X
	1.1.2 Identify appropriate methods and techniques for figure control and physical fitness.	X	X
	1.1.3 Select cosmetics and personal items necessary for personal hygiene and good grooming.	X	X
	1.1.4 Identify appropriate, current fashion trends in make-up, hair styles, and clothing.	X	X
	1.1.5 Practice good nutrition and food habits.	X	X
1.2 Apply proper sanitation and sterilization techniques.	1.2.1 Define terminology pertaining to sanitation and sterilization.	X	X
	1.2.2 Demonstrate proper use of antiseptics and disinfectants.	X	X
	1.2.3 Practice sanitary and safety precautions.	X	X
1.3 Perform proper techniques in the care of hands and feet.	1.3.1 Identify characteristics of hands, arms, and nails.	X	X
	1.3.2 Identify various cosmetics used in manicuring.	X	X
	1.3.3 Perform a manicure in a systematic and efficient manner.	X	X
	1.3.4 Identify nail disorders which may be treated and diseases that should be referred to a physician.		X
	1.3.5 Demonstrate skill in massage of hands, arms, and feet.	X	X
	1.3.6 Identify foot disorders which may be treated and diseases which should be cared for by a physician or specialist.		X

Program Objective	Instructional Objective (Illustrative)	Exploratory 7-8	Basic/ Advanced Levels 9-12
1.4 Apply proper techniques in shampooing and rinsing.	1.4.1 Describe the elements of hygienic care of the hair and scalp.	X	X
	1.4.2 Demonstrate professional methods of shampooing.	X	X
	1.4.3 Demonstrate skill in accepted methods of cleaning hair and scalp without water.	X	X
	1.4.4 Identify abnormal conditions of the hair and scalp and select appropriate types of commercial shampoos available for various conditions.	X	X
	1.4.5 Identify disease of hair and scalp that need to be referred to a physician.	X	X
	1.4.6 Demonstrate manipulative skills and routines for effective scalp massage as connected with shampooing.	X	X
1.5 Perform the skills of various hair-styling techniques.	1.5.1 Demonstrate the ability to cut hair including forward vertical shaping, diagonal shaping, and reverse vertical shaping.	X	X
	1.5.2 Demonstrate the ability to make: a. reverse curl—no stem, half stem, full stem.	X	X
	b. forward curl—no stem, half stem, full stem.	X	X
	1.5.3 Demonstrate proper method of anchoring pin curls.	X	X
	1.5.4 Demonstrate techniques involved in the use of rollers and identify a variety of styles that can be achieved with them.	X	X
	1.5.5 Demonstrate the art of shaping wet hair into an artistic wave pattern.	X	X
	1.5.6 Demonstrate the ability to combine basic hairstyling techniques to produce a style pattern.	X	X

Program Objective	Instructional Objective (Illustrative)	Exploratory 7-8	Basic/ Advanced Levels 9-12
	1.5.7 Demonstrate the skill required for artistic and contemporary hairstyles' comb-outs.	X	X
	1.5.8 Identify different hairstyles which compliment various facial shapes.	X	X
	1.5.9 Demonstrate correct use of electric styling equipment including blow dryers, curling irons, and electric roliers.	X	X
1.6 Perform the proper procedures for thermal hair relaxing and curling.	1.6.1 Select proper materials and supplies for thermal hair relaxing and curling.	X	X
	1.6.2 Practice safety measures.	X	X
	1.6.3 Identify individual differences in hair texture.	X	X
	1.6.4 Demonstrate the use of various thermal hair relaxing and curling equipment.	X	X
1.7 Apply proper techniques in shaping hair.	1.7.1 Diagram a cross section of the structure of the hair and identify the parts.		X
	1.7.2 Describe what determines the size and shape of hair.		X
	1.7.3 List the four important qualities by which hair is judged.		X
	1.7.4 Identify terms used in hair shaping.		X
	1.7.5 Identify the implements used in hair shaping.		X
	1.7.6 Demonstrate proper techniques of thinning, razor shaping, scissors shaping, and shingling.		X
1.8 Perform proper techniques for a chemical hair relaxing.	1.8.1 Give a predisposition test for scalp and hair analysis.		X
	1.8.2 Analyze hair porosity, elasticity, and processing time for best results.		X
	1.8.3 Select the correct product for specific hair texture.		X

Program Objective	Instructional Objective (Illustrative)	Exploratory 7-8	Basic/ Advanced Levels 9-12
1.8 (Continued) Perform proper techniques for a chemical hair relaxing.	1.8.4 Demonstrate proper use of safety precautions.		X
	1.8.5 Demonstrate correct methods for chemical hair relaxing.		X
1.9 Perform the necessary operations to create both traditional and modern permanent waves.	1.9.1 Identify the basic requirements which must be performed before attempting to give a permanent wave.		X
	1.9.2 Demonstrate ability to prepare a test curl.		X
	1.9.3 Demonstrate sectioning and blocking ability.		X
	1.9.4 Demonstrate ability to select permanent waving solutions and rods most suitable for type and texture of the hair to be waved.		X
	1.9.5 Demonstrate correct step-by-step procedures for applying a permanent wave.		X
1.10 Perform proper techniques for hair coloring.	1.10.1 Identify temporary and permanent hair coloring products and their respective effects upon the hair.		X
	1.10.2 Apply a strand test to determine the condition and color result of the hair.		X
	1.10.3 Apply a skin patch test to determine patron sensitivity to the product to be used.		X
	1.10.4 Mix correctly a variety of permanent hair colorings.		X
	1.10.5 Demonstrate the ability to advise patron on individual coloring needs.		X
	1.10.6 Apply the sequential procedures required to bleach virgin hair to obtain the desired color.		X
	1.10.7 Demonstrate appropriate procedure for frosting, tipping, or streaking hair.		X
	1.10.8 Demonstrate hair retouch techniques.		X

Program Objective	Instructional Objective (Illustrative)	Exploratory 7-8	Basic/ Advanced Levels 9-12
1.11 Perform proper techniques in preparing and applying hair pieces.	1.11.1 Identify basic differences in the various types of wigs and hair pieces.		X
	1.11.2 Demonstrate proper methods of fitting and adjusting wigs and/or hair pieces.		X
	1.11.3 Demonstrate safe and accepted methods in cleaning and drying wigs and/or hair pieces.		X
	1.11.4 Demonstrate skill in specialized comb-out techniques pertinent to the styling of wigs and/or hair pieces.		X
	1.11.5 Identify the methods used in the coloring of wigs and/or hair pieces.		X
1.12 Apply proper techniques in the care of skin.	1.12.1 Identify the disorders and diseases of the skin.	X	X
	1.12.2 Identify appropriate treatment for skin diseases.	X	X
	1.12.3 Match skin care problems with make-up needs.	X	X
1.13 Demonstrate proper make-up application.	1.13.1 Identify the functional properties of cosmetics.		X
	1.13.2 Demonstrate the application of artificial eyelashes.		X
	1.13.3 Demonstrate the artistic application of make-up for day and evening wear.		X
	1.13.4 Demonstrate the proper use of make-up in order to minimize facial defects.		X
1.14 Apply proper techniques for body therapy.	1.14.1 Identify the physical and psychological effects of a massage.		X
	1.14.2 Identify the nerves, muscles, and histology of the skin.		X
	1.14.3 Identify equipment and function of the equipment used in massage.		X
	1.14.4 Demonstrate proper techniques for giving a massage.		X

Program Objective	Instructional Objective (Illustrative)	Exploratory 7-8	Basic/ Advanced Levels 9-12
1.15 Perform necessary procedures for applying electrical and light therapy.	1.15.1 Identify units of electrical measurement.		X
	1.15.2 Describe the applications of the listed currents to cosmetology.		X
	1.15.3 Demonstrate proper use of the various appliances used in cosmetology.		X
	1.15.4 Demonstrate the proper use of safety precautions concerned with electricity.		X
	1.15.5 Describe the application of ultra-violet and infra-red light rays to cosmetology.		X
	1.15.6 Describe the effect of visible light upon the skin		X
1.16 Practice proper public relations and ethical techniques related to salon management.	1.16.1 Discuss employer-employee responsibilities.		X
	1.16.2 Identify laws governing the employer and employees.		X
	1.16.3 Identify factors to be considered when seeking employment.		X
	1.16.4 Practice salon ethics.		X
	1.16.5 Identify licensure and responsibility to the public.		X
	1.16.6 Identify the responsibilities of a receptionist including appointments, telephone techniques, public relations, grievances/ complaints, and ordering-purchasing stock.		X
	1.16.7 Identify proper business and law practices.		X

DS MANUAL 2855.2
July 16, 1980

Cosmetology

Basic Textbooks and Instructional Materials

career education

DEPARTMENT OF DEFENSE
OFFICE OF DEPENDENTS SCHOOLS
2461 EISENHOWER AVENUE
ALEXANDRIA, VIRGINIA 22331

EDS-50867

November 15, 1960

MEMORANDUM FOR Regional Directors of Dependents Schools

SUBJECT: Basic Textbooks and Instructional Materials for Cosmetology

It is a pleasure to provide you with the attached Department of Defense Dependents Schools (DoDDS) List of Approved Textbooks and Instructional Materials for Cosmetology. Any future appropriated fund procurement of Cosmetology Basic Textbooks and Instructional Materials for DoDDS must conform to this listing until officially revised.

As you know, texts and materials provided by publishers for this review process were studied extensively during school year 1979-80 by formal review committees in the DoDDS regions. Those worldwide committees were composed of students, parents, and community representatives as well as professional educators. Detailed data conforming to established criteria and generated by each of these committees, were reviewed in detail by the Career Education task group in their meeting of June 23-27, 1980. Basic textbooks and instructional materials judged most suitable for achieving the published DoDDS objectives within the DoDDS system have been included in the approval list.

Your support of the DoDDS Cosmetology basic textbooks and instructional materials review is appreciated.

Anthony Cardinale
Director

Approved List of DoDDS Basic Textbooks and Instructional Materials for COSMETOLOGY - Grades 7-12

TITLE	AUTHOR	PUBLISHER	COPYRIGHT DATE
BASIC TEXTBOOKS			
The World of Cosmetology	Sylvia I. Franco, Adella M. Moore, and Garry D. Oakley	Gregg/McGraw-Hill International Book Company, Inc.	1980
Student Activities for the World of Cosmetology	Sylvia I. Franco, Adella M. Moore, and Garry D. Oakley	Gregg/McGraw-Hill International Book Company, Inc.	1980
Instructional Planning Manual for the World of Cosmetology	Sylvia I. Franco, Adella M. Moore, and Garry D. Oakley	Gregg/McGraw-Hill International Book Company, Inc.	1980
PACKAGED PROGRAMS			
Scientific Educational Systems Instructional Modules	Redken	Redken Laboratories, Inc.	1976-1980

COMPLETE PROGRAM

Chemical Reformation (Permanent Waving), 1978
Creative Concepts in Hair Coloring, 1979
Hair: Nature's Master Plan, 1976
Professional Relationships, 1978
Trichoanalysis . . . Scientific Approach
Hair Care, 1976
Chemical Reformation (Relaxing), 1978
Dimensions in Hair Design (Cutting), 1977
Hair through the Microscope, 1976
Successful Salon Retailing, 1978
Cleansing and Conditioning of the Hair and Scalp, 1979
Dimensions in Hair Design (Styling), 1977
PH and the Professional, 1976
Skin Care and Make-Up, 1978

EACH OF THE ABOVE TITLES WILL INCLUDE AN INSTRUCTOR'S WORKBOOK TEXT AND STUDENT WORKBOOK TEXT.

TITLE	AUTHOR	PUBLISHER	COPYRIGHT DATE
Keystone Audiovisual Programs	Anthony B. Colletti	Keystone	1976-1979

Entire basic cosmetology program with filmstrips, cassettes, and student workbooks

PROGRAM CONTENTS

Binder 1. Welcome to the World of Beauty and Personal Development - Shampooing - Hairshaping - Scalp Treatment - Bacteriology and Sanitation

Binder 2. Introduction to Hairstyling, Roller Setting, and Curvative Hairstyling - Pincurls - Fingerwaving - Comb - Out Techniques - Hairstyling to the Individual and Hairpartings - Blow Styling, Air Waving, Instant Roller, Thermal Roller Curl, and Croquinole Curling

Binder 3. Permanent Waving - Hair Straightening - Chemistry for Cosmetologists - Histology - Anatomy

Binder 4. Hair Coloring - Manicuring - Make-Up - Facial Massage - Superfluous Hair

Binder 5. Men's Hair Services - Super Curly Hair - Wigs - Cosmetic Dermatology - Electricity - Job Interviews

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Cosmetology Illustrated - Complete Series #950 — Prentice-Hall Media — 1978

1. Hairshaping
2. Hair: Coloring and Lightening
3. Hair Care: Skills and Methods
4. Skin and Hand Care

Publisher Addresses of Approved Basic Textbooks and Instructional Materials for Cosmetology

Keystone Publications, Inc.
1657 Broadway
New York, New York 10019

Gregg/McGraw-Hill International
Book Company, Inc.
1221 Avenue of the Americas
New York, New York 10020

Prentice-Hall Media
150 White Plains Road
Tarrytown, New York, 10591

Redken Laboratories, Inc.
6625 Variel Avenue
Canoga Park, California 91303

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